



**WEST VALLEY CITY**

Unity • Pride • Progress

**Justice Court**

**3590 S. Constitution Blvd**

**West Valley City, UT 84119**

**Ph (801) 963-3590 Fax (801) 963-3589**

**Office Hours Monday – Thursday**

**8:00 a.m. to 6:00 p.m.**

October 1, 2015

To: EAC Committee

I would like to nominate Stephanie Vaivaka as Employee of the Month. Stephanie has worked in the Courts for six years and always shows a great example of customer service to the public. She is the first person to answer the phone with a smile, greet our public at the front counter ready to assist in a positive and professional manner or even just have so much compassion & patience for others that she will listen to our defendant's problems with a caring ear over the telephone. She makes the public feel important, especially when they are upset if they received a citation or have to come to Court.

Stephanie is the type of employee who will gladly help out when needed and is always willing to learn something new. She enters our citations and sets court dates for our cases. This job is consistent as we receive hundreds of citations on a weekly basis and I've not once known Steph to fall behind in her job duties. She gets her work done in a timely manner and then finds other jobs to complete throughout her day. Stephanie is a team player and always participates in our work functions.

I believe that Stephanie should be nominated for Employee of the Month for her excellent customer service to the public and her dedication to her job and other employees. The courthouse is usually not a pleasant place for people to visit. They are angry, sad, upset, frustrated and so much more. Great customer service is hard to come by these days but Stephanie exemplifies this. She comes to work with a positive attitude and is always willing to assist the public in any way she can.

Thank you for your consideration,  
Courtney Frehner  
Assistant Court Administrator